

**PERMANENT SUPPORTIVE HOUSING INITIATIVE
SERVICE PLAN AND APPLICATION FOR SERVICE SUBSIDY IN PROPOSED
DEVELOPMENT PROJECTS**

Department of Mental Health and Addiction Services
Department of Social Services
Department of Children and Families
Department of Corrections
Court Support Services Division

**TO BE COMPLETED BY THE PROPOSED DEVELOPMENT SERVICE
PROVIDER AND SUBMITTED WITH THE APPLICATION FOR FUNDING
UNDER THE PERMANENT SUPPORTIVE HOUSING INITIATIVE
REQUEST FOR PROPOSALS (“RFP”) DATED AUGUST 26, 2011**

I. SUBMISSION COMPONENTS

A. Submission Cover Sheet

The submission cover sheet must be completed and signed by an authorized official of the service provider entity.

In the case of collaborative submissions involving more than one service provider, the cover sheet must be completed and signed by an authorized official of the proposed fiduciary for the Permanent Supportive Housing Initiative service funding. Behind the cover sheet(s), insert a complete listing of all organizations that are members of the collaborative team, including their names, addresses, phone and fax numbers, e-mail addresses and contact persons.

B. Organizational Information

Provide the information requested in the Submission Narrative.

C. Plan for Services in the Proposed Development

The Service Plan is the submitting organization’s opportunity to describe the housing, who would be served by the housing, the services that would be made available to tenants, the need for and goals of the housing and services, and how performance in meeting these goals will be measured.

The Service Plan should be presented in the form of a narrative response to the questions on the application. The narrative, exclusive of attachments, should not exceed fifteen (15) pages. Please be clear, and concise; should it exceed the stated limit, it will be disqualified.

D. Conditions Acceptance Form

Sign the Conditions Acceptance Form and include it with your submission.

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II. REVIEW CRITERIA

Submissions will be evaluated based upon the following criteria:

A. Compliance. The submitting organization's conformance with the instructions and specifications as outlined in the RFP.

B. Track Record and Experience of Each Submitting Organization

1. The organization's eligibility to make a submission under the RFP.
2. The degree to which the submission demonstrates collaboration between the submitting organization and other community-based organizations, and the other members of the proposed development team including the owner and property management entity, in the design and implementation of the proposed project.
3. Experience and track record of the submitting organization in the delivery of supportive services to individuals or families who require a level of such services in order to live independently.
4. Experience and track record of the organization in performing the service role it is proposing to play in the project, if any (i.e., in the provision case management services or other supportive residential or community based services) and experience in working with the targeted population(s), including Persons experiencing chronic homelessness, Young adults with special needs, or individuals who are community supervised offenders involved with the Executive or Judicial Branch.
5. For collaborative submissions, the collective experience and track record of the joint submitting organizations in all of the above, the clear delineation of respective responsibilities between the participating organizations, and a clear strategy for coordinating the activities of the partners on a continuing basis.
6. General organizational capacity (including factors such as length of existence, breadth and sophistication of current program activities, staff capacity, tenure and

experience of Board members, and financial capacity of fiduciary) and performance on previous contracts.

C. Project Plan

1. Compliance with the Permanent Supportive Housing Initiative program guidelines.
2. Submitting organization's willingness to participate in performance evaluation of the project.
3. The overall coherence, comprehensiveness and feasibility of the submitting organization's project plan, including the applicants' understanding of the goals of the Permanent Supportive Housing Initiative.

D. Priority Factors

1. Proposed development projects serving Adults with special needs (See Appendix A of RFP for definitions):
 - Degree to which the submitting organization proposes to serve, among the target population, individuals who are experiencing chronic homelessness.
2. Proposed development projects serving Young adults with special needs (See Appendix A of RFP for definitions):
 - Degree to which the submitting organization proposes to serve, among the target population, young adults that:
 - a. are between the ages of eighteen (18) and twenty-three (23) years old and who were committed to DCF as abused, neglected, uncared for, or delinquent and are currently involved with DCF; or
 - b. were receiving DCF voluntary services as of his or her sixteenth (16th) birthday; and/or
 - c. are reuniting after DCF out-of-home placement.
3. Proposed development projects serving adults either in the community or returning to the community from a treatment program, institution, transitional living program, halfway house, or incarceration with no suitable housing available.
 - Degree to which the submitting organization proposes to serve, among the target population, individuals who are community supervised offenders supervised by the Executive or Judicial Branch.

4. All projects:

- Degree to which the submitting organization has engaged the targeted communities in the planning and creation of the housing and services (e.g., engagement with the continuum of care and other community planning processes in identifying needs that have not been met, developing local solutions or models, and including groups traditionally left out of local planning processes).
 - a. If targeted communities are not yet engaged, is the submitting organization planning to do so? Consistency of the proposed housing and services with local priorities (current and in development) for affordable or supportive housing shall be described.
 - b. The extent of consumer participation in the design of the service approach (to date and planned), and any plans for their participation in the operation of the housing (if feasible).
 - c. The demonstrated level of need for the type of housing proposed for the target population in the targeted geographic areas identified by the submitting organization, the relative availability of alternative resources in the identified target areas.
 - d. The quality of the submitting organization's housing plan and its consistency with the Permanent Supportive Housing Initiative program guidelines.
 - e. The general suitability of the proposed site from the perspective of service linkages, and access to transportation and community amenities.
 - f. Degree to which the housing approach integrates housing units serving the targeted population(s) with units serving people without identified special needs.
 - g. The quality of the submitting organization's Service Plan, including the degree to which the services will have a positive impact on the self-sufficiency of the tenants, and its consistency with the Permanent Supportive Housing Initiative program guidelines.
 - h. Degree to which the services to be funded add to the service capacity of the submitting organization(s) and the service system within the locality and region.
 - i. Degree of linkage with existing rehabilitation, employment, education, healthcare and treatment systems.

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III. GENERAL SUBMISSION REQUIREMENTS

A. Disposition of Submission

The Department of Mental Health and Addiction Services (“DMHAS”), the Department of Social Services (“DSS”), the Department of Children and Families (“DCF”), the Department of Correction (“DOC”), and the Court Support Services Division (“CSSD”) of the Judicial Branch (collectively, the “Departments”) reserve the right to reject any and all submissions, or portions thereof, received as a result of this request or to negotiate separately any service in any manner necessary to serve the best interest of the Departments. The Departments reserve the right to contract for all or any portion of the scope of work contained within this RFP, if it is determined that contracting for a portion of the work will best meet the needs of the Departments.

B. Conditions

All prospective submitting organizations must be willing to adhere to the following conditions and must acknowledge acceptance of such conditions by signing and submitting the Conditions Acceptance Form as part of the RFP submission package.

1. **Conformance with Statutes.** Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut (the “State”) and the Federal Government. The contract utilized will be the standard Human Service Contract.
2. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed for the submission of this RFP is to be sole property of the Departments unless stated otherwise in the RFP or contract.
3. **Timing and Sequence.** The Departments will ultimately determine the timing and sequence of events resulting from this RFP.
4. **Oral Agreement.** Any alleged oral agreement or arrangement made by an applicant with any agency or employee will be superseded by a written agreement.

5. Amending or Canceling Requests. The Departments reserve the right to amend or cancel the RFP, prior to the due date and time, if it is in the best interest of the Departments and the State.
6. Rejection for Default or Misrepresentation. The Departments reserve the right to reject the proposal of any applicant that is in default of any prior contract or for misrepresentation.
7. Departments' Clerical Errors in Awards. The Departments reserve the right to correct inaccurate awards resulting from their clerical errors.
8. Rejection of Qualified Submissions. Submissions are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
9. Applicant Presentation of Supporting Evidence. A submitting organization, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the submission.
10. Collusion. By responding, the submitting organization implicitly states that the submission is not made in connection with any competing applicant submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant's proposal preparation.
11. The RFP does not represent any obligation or agreement whatsoever on the part of the CHFA, the Departments, or the State; such obligation or agreement could only be incurred or entered into by written agreement approved as necessary by the Office of the Attorney General.
12. The Connecticut Housing Finance Authority ("CHFA"), the Departments and the State are not obligated to pay, nor shall in fact pay, any costs incurred by any submitting organization in responding to this RFP.
13. Any determination to be made in connection with the RFP shall be in the sole discretion and judgment of CHFA and the Departments.
14. The qualifications of a submitting organization will not create any rights on the submitting organization's part, including without limitation, rights of enforcement, equity or reimbursement, until all necessary documents are fully executed and approved by the appropriate State agencies.

15. CHFA, the Departments and the State reserve the right, at their sole discretion, to reject at any time, any or all submissions, and to withdraw the RFP.
16. Each submission must contain all of the information required by this RFP. However, CHFA and the Departments may, but are not required to, allow a submitting organization whose submission is incomplete to submit further information in order to remedy such defect.

C. Submission Preparation Expenses

CHFA, the Departments and the State assume no liability for payment of expenses incurred by applicants in preparing this submission.

D. Response Date and Time

In order to be considered for selection, **submissions must be received by CHFA by 4:00 PM EST on November 28, 2011 at its offices at 999 West Street, Rocky Hill, CT 06067.**

Postmark date will not be considered the basis for meeting any submission deadline. Any applicant's response, which is received after the deadline, will be rejected. Receipt of a submission after the closing date and time as stated herein shall not be construed as acceptance of the submission, as the actual receipt of the document is a clerical function. If delivery of the submission is not made by courier or in person, the use of Certified or Registered mail is suggested. All RFP communications should be addressed to the CHFA (Reference Section II of the RFP). The submission is not made in connection with any competing organization submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud.

E. Incurring Costs

CHFA, the Departments and the State are not liable for any cost incurred by the applicant prior to the effective date of a contract.

F. Freedom of Information

Due regard will be given to the protection of proprietary information contained in all submissions received. However, applicants should be aware that all materials associated with the RFP are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for applicants to merely state generally that the submission is proprietary in nature and therefore not subject to release to third parties. Those particular pages or sections that the applicant believes to be proprietary must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exception from release consistent with Section 1-210 of the Connecticut General Statutes ("CGS"), must accompany the submission. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the applicant that would result if the identified material were to be released and the reasons why the materials are legally

exempt from release pursuant to the above-cited statute. In any case, the narrative portion of the submission may not be exempt from release. Between the applicant and the Departments, the final administrative authority to release or exempt any or all material so identified rests with the Departments.

G. Offer of Gratuities

By submission of a proposal, the applicant certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from the RFP. Any contract arising from the RFP may be terminated by CHFA and the Departments if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned officials or employees from the applicant, the applicant's agent or the applicant's employee(s).

H. Confidentiality

Each successful applicant shall comply with all applicable state and federal laws and regulations pertaining to the confidentiality of proprietary information, data and other confidential or personal information concerning the medical personal or business affairs of patients acquired in the course of providing services under the RFP. Each successful applicant shall keep confidential all financial, operating, proprietary or business information of the Departments relating to the provision of services under the RFP, which is not otherwise public information, along with all information, not described above, but specified in writing by the Departments as confidential information. Each successful applicant shall also cause each of its agents, employees, subcontractors and other persons and organizations involved in doing business with or controlled by it from disclosing or transmitting to any person or legal entity any of the described information. Each successful applicant shall ensure that the appropriate qualified service organization agreements are in place pursuant to federal confidentiality regulations.

I. Affirmative Action

Regulations of Connecticut State Agencies section 46a68j-3(10) require agencies to consider the following factors when awarding a contract that is subject to contract compliance requirements:

1. the applicant's success in implementing an affirmative action plan;
2. the applicant's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the CGS, inclusive;
3. the applicant's promise to develop and implement a successful affirmative action plan;
4. the applicant's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
5. the applicant's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises. (See CGS 4a-60)

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IV. SUBMISSION COVER SHEET

Name and Address of Service Provider Organization (Fiduciary for funding)	
A. Organizational information: Year Incorporated: _____ Is your organization tax exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide copy of IRS determination letter.</i>	
B. Amount of Request: Service Funding: (\$9,500 (maximum) x units targeted to those with special needs) \$ _____	
Name and Address of Project:	
Describe the number of units and type for which a service subsidy is requested: _____ # of Adult units _____ # of Family units _____ # of Young Adult units _____ # of Criminal Justice Involved units _____ Total # of Units in Proposed Development NOTE: A maximum of two populations may be served in one proposed development. The Departments must approval the population mix. Is Project New Construction _____ (Yes/No) or Rehabilitation _____ (Yes/No)	
Name of Contact:	Tel:
Title:	Email:
Acting as the duly authorized representative, I hereby affirm that the governing body of the above named organization has reviewed and accepts all the conditions of the Permanent Supportive Housing Initiative RFP dated August 26, 2011, and that the organization is interested in being considered for participation in the Permanent Supportive Housing Initiative and becoming eligible to receive and administer Permanent Supportive Housing Initiative service funding subject to the conditions outlined in the RFP.	
_____ <i>Signature of CEO/Executive Director</i>	_____ <i>Date</i>

Please complete page two of the submission cover sheet for collaborating organizations.

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IV. SUBMISSION COVER SHEET Page 2 – Collaborating Organizations (if any)

Organization: _____
Address: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Authorized Signature: _____ Date: _____
Name (print): _____ Title: _____

Organization: _____
Address: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Authorized Signature: _____ Date: _____
Name (print): _____ Title: _____

Organization: _____
Address: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____ Email: _____
Authorized Signature: _____ Date: _____
Name (print): _____ Title: _____

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V. SUBMISSION NARRATIVE

A. Organizational Information

For each organization that is materially participating in the delivery of services for the proposed development project, answer/complete the following:

1. Provide a brief description of your organization, its purpose and history, and its primary programs. Indicate the total number of staff and identify the staff (and their role within the organization) that would manage your organization's participation in the project.
2. Briefly describe your organization's role in the project and the roles of any collaborating service organizations. Explain how the activities of the partners will be coordinated on an on-going basis and which organization(s) will be responsible for ensuring that this happens.
3. Describe the specific type and length of experience of your organization in the delivery of supportive services to individuals or families who require a level of such services in order to live independently in the community, and in the operation of housing or residential facilities for the homeless or special needs individuals or families.
4. Describe experience directly related to your organization's role or roles in carrying out the proposed project, including experience in working with the targeted population(s) and people experiencing long-term or repeated homelessness.
5. Describe the impact that these services have had on the self-sufficiency of your clients.
6. Do your organization's bylaws restrict program activity to specific geographic areas? Describe geographic areas of current program activity.
7. Who is on your Board of Directors? Provide a list with names, addresses, current occupations, and tenure on your Board. Denote officers and their positions.

Answer yes or no to the following. If yes, provide an explanation.

8. Is your organization or any of its subsidiaries/affiliates in default on any contract obligation or agreement of any kind or nature whatsoever entered into with the State of Connecticut or any of its agencies?
9. Is your organization or any of its subsidiaries/affiliates a party to any pending legal proceedings and/or subject to any such proceedings known to be contemplated by governmental authorities?
10. Has your organization or any of its subsidiaries/affiliates ever received a commitment of funds from a bank, foundation or government agency to undertake a housing rehabilitation, construction or acquisition project that it was unable to bring to fruition?
11. Does your organization or any of its subsidiaries/affiliates have or has it ever had a financial ownership interest in any real estate that is now in default on its mortgage?
12. Does your organization or any of its subsidiaries/affiliates have a financial or ownership interest in any real estate on which real estate tax payments are past due?
13. Has your organization or any of its subsidiaries/affiliates been adjudged bankrupt, or filed for reorganization under the bankruptcy laws within the last five years?

For proposed funding fiduciaries only:

14. Has your organization been the subject of a programmatic and/or fiscal audit in the last five years? If yes, please indicate the nature of the audit and provide summary of findings. As part of the RFP process, DMHAS may request copies of such audits.
15. Has your organization or any of its subsidiaries/affiliates within the last five years ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a contract, either privately or with any governmental agency?
16. Please provide your organization's audited financial statements for the past two fiscal years and the current year's operating budget.

B. Service Plan

Please be clear and concise and limit your response to no more than 15 pages.

1. The Project Summary

Provide a brief overview of your proposed project (housing and services) in one paragraph.

2. The Population(s) to be Served

Who will be served by the proposed housing? Identify the following:

- a. Their characteristics.
- b. Where they live (why are they considered homeless or at risk of homelessness).
- c. Their needs within the locality or region for the types of housing and services proposed.
- d. Do you propose to serve Adults with special needs? (See definitions in Appendix A of the RFP). If so, do you propose to serve individuals experiencing chronic homelessness? If yes, describe who they are and their circumstances.
- e. Do you propose to serve Young adults with special needs? If yes, describe how you propose to offer:
 - i. An individual plan of services for each young adult to assist with maintaining supportive housing;
 - ii. Training regarding living expenses, educational services, employment retention, health care services, nutrition and meal planning, shopping, housekeeping; and
 - iii. Services that promote safe and stable family relationships.
- f. Do you propose to serve individuals with criminal justice involvement? If yes, describe how you propose to offer:
 - i. An individual plan of services to assist with maintaining supportive housing;
 - ii. Coordination of existing services potentially being provided through either CSSD and/or DOC.
- g. Do you propose to serve Families with special needs? (See definitions in Appendix A of the RFP). If so, do you propose to serve families that:
 - i. are ineligible or at-risk of ineligibility for TANF cash assistance due to time limits;
 - ii. are headed by adults with multiple barriers to employment and housing stability, such as cognitive limitations, history of trauma, mental illness and/or chemical dependency;
 - iii. have been repeatedly homeless; or
 - iv. are presently involved in the Department of Children and Families (DCF) system, either in protective services or voluntary services; and/or are reuniting after DCF out-of-home placement.
- h. Describe your plans for outreach and referral to be used to reach the targeted population(s), particularly persons experiencing chronic or repeated homelessness.

- i. Describe approaches that are being used, or will be used, to maximize participation by consumers reflective of the target population(s) to be served in the design and development of the housing and service approach and, to the extent possible, in the operation of the housing.

3. Housing Plan

- a. Describe the housing where targeted population(s) will reside:
 - i) The total number of housing units.
 - ii) The number of proposed apartments that will serve Adults with special needs, if any.
 - iii) The number of proposed apartments that will serve Young adults with special needs, if any.
 - iv) The number of proposed apartments that will serve individuals who are community supervised offenders involved with the Executive or Judicial branch, if any.
 - v) The number of proposed apartments that will serve families with special needs, if any.
 - vi) Sizes of apartments targeted (efficiency, 1 bedroom, 2 bedroom, etc.)
 - vii) The number of apartments that will be shared by more than one individual, if any; and the maximum number of individuals that would share any one apartment. If units will be shared, explain why you will be using shared units instead of individual apartments. Will the prospective tenants have a choice of shared and unshared units? Will they have a choice in the selection of a roommate? (Note: Family units may not be shared.)
 - viii) Configuration of the housing units (units will be widely scattered throughout an area, or clusters of units will be scattered throughout an area, or all units will be located on a single building, or other configuration).
 - ix) Scale: if housing units will be grouped in clusters or all units will be located in a single building, how many units targeted to Adults and/or Families with special needs do you anticipate will be located in each cluster or building?
 - x) Will the housing be integrated (units serving the targeted population(s) mixed with units serving people without special needs)? If yes, how so?
- b. Describe strategies you will undertake to ensure:
 - i) Safety of the tenants
 - ii) Access by tenants to transportation, education, employment opportunities and community amenities
 - iii) Housing quality (i.e., apartments that meet HUD quality standards, building and fire codes)
- c. Access to and selection for the housing:
 - i) How will the target population gain access to the project? Will access be region-wide or over several locales? If so, how will this be accomplished?

- ii) How will the targeted population(s) apply for and be evaluated for the housing? What conditions, if any, will be placed on their entry into the housing?
 - iii) Will the tenant hold the lease directly with the landlord? If not, who will? If the provider, will the tenant hold a sublease? Will the provider be “master leasing” a block of units from a building owner? (Note: If DSS rental assistance is to be used, it must be provided directly to the tenant, who must hold the lease).
- d. Tenancy conditions: Will tenants have leases? What will be the term of the leases (length of time)? What terms or conditions will be placed on the tenant’s occupancy in the housing? Will acceptance of services be a condition of tenancy?
- e. Consumer preference: How does the housing as described above fit the needs and preferences of the targeted population(s)?
- f. Community Engagement:
- i) Describe approaches used or that will be used to engage the local community in the planning and creation of the housing and services.
 - ii) Do the proposed housing and services currently reflect community priorities for affordable or supportive housing? If so, in what way(s)? If not, what measures will be taken to influence these priorities?

4. Service Plan

- a. Describe the support services the tenants will receive:
- i) Describe the goals of the supportive services to be provided, and how the services are designed to meet the needs and preferences of the targeted population(s) and the individual needs and preferences of the persons and families to be served.
 - ii) Describe the services that will be made available to target population. In your description, address the following components:
 - a) What services will be provided and by whom?
 - b) Service structure: describe staff positions, staff/client ratios, staff hours, after-hours access, and minimum staff qualifications.
 - c) Whether the service team will have offices on-site (at the housing) or off-site of the housing.
 - d) How the service team will be internally coordinated – lines of communication, supervision and accountability.
 - e) How services will link with available community and regional resources, including existing case management systems and treatment systems.
 - f) How services will reflect the importance and value of employment and the strategies that will be used for making employment and continued employment possible. Identify the existing linkages with employment and

- educational resources within our region, or describe your agency's plans to establish such connections.
 - g) How services will incorporate natural supports (family, peers, faith communities, etc.).
 - h) Strategies that will be used for relapse prevention and management.
 - i) Any additional strategies that will be taken to ensure the service program's consistency with the Service Guidelines contained herein.
- b. Provide the anticipated budget for the services to be provided.
- c. Describe how the targeted population(s) will access the services, including:
- i) How they will be able to access case management services where they live (how will services come to the client)?
 - ii) Any terms or conditions that will be placed on their receipt of services.
 - iii) How long they will be able to access the services.
 - iv) Under what circumstances (if any) would a client be "discharged" from Permanent Supportive Housing Initiative services?
- d. For single-building housing projects where tenancy will be mixed, will all tenants be eligible to utilize on-site services regardless of whether or not they have an identified special need? How will this be accomplished?
- e. The Service Plan must be designed to meet the needs of the specific population to be served and ensure access by the tenants to the non-clinical and clinical services they need to achieve and retain permanent housing, increase their skills and/or income, and achieve greater self-determination. There must be a written Service Plan, which is to be updated at least semi-annually.
- f. From your previous experience in providing supportive housing, what have you learned and what would you do differently under this Permanent Supportive Housing Initiative?

5. Performance Measures

If selected under this RFP, is your organization willing to participate in a structured evaluation process of both the housing and services components of the proposed development, which will enable tracking of client outcomes and documentation of units and costs of services delivered? If this is a collaborative submission, are all participating organizations willing to participate in such a process?

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VI. CONDITIONS ACCEPTANCE FORM

Must be completed and signed by all submitting service organizations

Acting as the duly authorized representative, I hereby affirm that the below named organization has reviewed and accepts all the conditions of the Permanent Supportive Housing Initiative Request for Proposals (“RFP”) dated August 26, 2011 including the following:

1. Acceptance or rejection. CHFA and the Departments reserve the right to accept or reject any or all responses submitted for consideration.
2. Ownership of submissions. All submissions in response to this RFP are to be the sole property of CHFA.
3. Timing and sequence. Timing and sequence of events resulting from this RFP will ultimately be determined jointly by CHFA and the Departments.
4. Oral agreement. Any alleged oral agreement or arrangement made by a submitting organization with any agency or employee will be superseded by a written agreement.
5. Amending or canceling requests. CHFA and the Departments reserve the right to jointly amend or cancel this RFP, prior to the due date and time, if it is in the best interest of CHFA, the Departments and the State.
6. Rejection for default or misrepresentation. CHFA and the Departments reserve the right to reject the submission of any organization that is in default of any prior contract with the State or for misrepresentation.
7. Clerical errors in awards. CHFA and the Departments reserve the right to correct inaccurate awards resulting from its clerical errors.
8. Rejection of qualified submissions. Submissions are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of this RFP.
9. Presentation of supporting evidence. A submitting organization must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to meet the requirements set forth or implied in the RFP.

10. Collusion. By responding, the submitting organization implicitly states that the submission is not made in connection with any competing organization submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud.
11. This RFP does not represent any obligation or agreement whatsoever on the part of CHFA, the Departments or the State; such obligation or agreement could only be incurred or entered into by written agreement approved as necessary by the Office of the Attorney General.
12. CHFA, the Departments and the State are not obligated to pay, nor shall in fact pay, any costs or losses incurred by any submitting organization at any time, including the cost of responding to this RFP.
13. Any determination to be made in connection with the RFP shall be in the sole discretion and judgment of CHFA and the Departments.
14. The qualifications of a submitting organization will not create any rights on the submitting organization's part, including without limitation, rights of enforcement, equity or reimbursement, until all necessary documents are fully executed and approved by the appropriate State agencies.
15. The Departments reserve the right, at their sole options, to alter all service program guidelines pertaining to their funding.
16. CHFA, the Departments and the State reserve the right, at their sole discretion, to reject at any time, any or all submissions, to withdraw the RFP, and to negotiate with one or more submitting organizations on terms other than those set forth herein. CHFA, the Departments and the State likewise reserve the right, at any time, to waive compliance with or change any of the terms and conditions of this RFP.

CHFA, the Departments and the State reserve the right to amend, modify or withdraw this RFP, to waive or alter any requirements of this RFP, to require supplemental statements and information from submitting organizations, modification or additions to submitted materials, and to hold discussions with any submitting organizations and to extend the deadline for submissions under this RFP.

Each submission must contain all of the information required by this RFP. However, CHFA and the Departments may, but are not required to, allow a submitting organization whose submission is incomplete to submit further information in order to remedy such defect.

Organization: _____ **Date:** _____

Signature: _____

Name/Title: _____